

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 42527, dated May 24, 2016 for the Mississippi Department of Human Services (MDHS)

From: Craig P. Orgeron, Ph.D.

Date: June 13, 2016

Subject: Responses to Questions Submitted and Clarifications to Specifications

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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Are these resources required to sit on-site?

Response: **Yes. Please refer to Item 8.2 of the LOC.**

Question 2: I assume that we need not to bid on all positions i.e. we can bid on few positions. Please confirm.

Response: **Vendors have the option to bid on one or more positions. Please refer to Items 4.2 and 7.1 of the LOC.**

Question 3: Page 16, Point 8.4 states *Awarded individual(s) will be allowed to work remotely when deemed appropriate by the State. All work completed remotely must be pre-approved by MDHS.* Please confirm how much work can be done remotely.

Response: **As needed, a small amount of remote work may be authorized by MDHS.**

Question 4: According to the bid, the RFP is due at the end of June and it appears that 8 resources must be identified, named with resumes and references, but the project will not start until September. Is this a requirement or do we just agree that we will be submitting candidates that will be able to start in September?

Response: **Vendors are required to submit LOC responses, along with requested documentation for identified resources, by June 28, 2016. Please refer to Items 7.25 and 12.1 of the LOC.**

Question 5: If we will submit a consultant who is not local to MS state is it possible that he can appear 2nd round of interview on skype instead of in-person?

Response: **MDHS would be amenable to substituting a Web/Skype interview for the on-site interview.**

Question 6: If our company will win the award and after signing the contract and due to some reasons consultant will not able to join the project so what will happen (can our company can provide any replacement)?

Response: **If the awarded candidate is no longer available after the contract has been executed, MDHS will have the option of either requesting a replacement candidate who meets the minimum requirements stated in the LOC from the awarded Vendor, or selecting the next lowest and best candidate submitted.**

Question 7: Our company will be submitting several consultants for this LOC that have been at the same customer site for more than 15 years working with and under the same manager and programs. Due to this longevity at the same client they would not have any other valid references in order to meet the 3 references. So our question is, can we provide this same type of statement in the response in order to comply and list the manager or managers, where applicable, that they have worked with at the one client for over the last 15 plus years knowing it will be the same customer?

Response: **The Vendor may take exception to any specification in the LOC. However, ITS has no obligation to accept any exception. Failure to provide the reference information as requested may subject the Vendor's proposal to being rated unfavorably or removed from further consideration, at the State's sole discretion.**

LOC responses are due Tuesday, June 28, 2016, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Teresa Washington at 601-432-8049 or via email at teresa.washington@its.ms.gov.

cc: ITS Project File Number 42527